



# Important Voter Registration Procedures & Updates

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Presented by:

Angie Nussmeyer, Co-Director

Matthew Kochevar, Co-General Counsel

# ACRONYMS

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- ABS = absentee
- CEB = county election board
- SAMC = statewide address mailing confirmation notice
- VLM = voter list maintenance
- VRC = Voter Response Card (or card 2) used in the statewide VLM mailing project

# STATEWIDE VLM UPDATE

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- August 31, 2023
  - Deadline for IED to receive VRC (Card 2) to process & upload to SVRS
- First week of September
  - File of non-responsive card 2 voters loaded to VLM Inactive Hopper
    - Need to act on these ASAP!
- October 10, 2023
  - Freeze period begins – cannot move voters to “inactive” in precincts where an election is being held
    - VLM Inactive Hopper “grayed” out until November 8
- December 15, 2023
  - Last day for vendor to scan & upload documents to SVRS
- December 31, 2023
  - All VLM Hoppers (Inactive, Update, Cancel, Exceptions) inactivated

# STATEWIDE VLM UPDATE

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- Physical Card Shipping Dates
  - October 16, 2023
    - All VRCs received between 9/1/23 to 10/10/23
    - All undeliverable card 1s between 7/15/23 to 10/10/23
  - November 9, 2023
    - All VRCs & undeliverable card 1s received from 10/11/23 to 11/2/23
  - November 17, 2023
    - All VRCs & undeliverable card 1s received from 11/3/23 to 11/13/23
  - December 22, 2023
    - All VRCs received by 8/31/23
    - All undeliverable card 1s received by 7/14/23
    - All undeliverable card 2s for entire project period
  - December 27, 2023
    - All VRCs & undeliverable card 1s received from 11/14/23 to 12/15/23
  - ALL cards received after Dec. 15, 2023
    - NOT scanned & uploaded to SVRS
    - Mailed to counties by IED, as needed, to be processed as noted in next slides



# STATEWIDE VLM UPDATE

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- Next steps: Process VLM Inactive Hopper ASAP
  - Universe of inactive voters will be known first week of September
  - Consists of voters that had:
    - 1) Card 2 returned as undeliverable on or before 8/31/23
      - Image available in documents section of SVRS record
    - 2) NOT responded to card 2 after being given at least 30-days' notice to respond & received on or before 8/31/23
      - No image available in documents section, unless in future card 2 was received between 9/1/23 and 12/15/23
      - Vendor will continue to scan until 12/15/23 & SVRS will be updated with card 2 images
        - After December, up to counties to scan returned card 2's into SVRS (not required but recommended)

# STATEWIDE VLM UPDATE

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- Next steps: Undeliverable Card 1
  - Received ON OR BEFORE July 14
    - This group WAS sent a Card 2 by the State
    - No action to take by county, except for processing card 2 returns or VRCs available in VLM Hoppers
  - Received ON OR AFTER July 15
    - This group was NOT sent a Card 2 by the State
    - MAY use this return to send SAMC to voter
    - Recommend scanning & uploading to voter's SVRS documents
      - See later slide on retention

# STATEWIDE VLM UPDATE

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- Next steps: Undeliverable Card 2
  - Received between July 14 & August 31, 2023
    - Put into VLM Inactive Hopper by vendor
    - County to review & process
  - Received between September 1 & December 15, 2023
    - Voter already put into VLM Inactive hopper by vendor, since voter was part of the group that did not respond by August 31
    - County to review & process Hopper records
    - Vendor will scan card & upload to voter's documents in SVRS, even if record is already processed out of the VLM Inactive Hopper
  - Received AFTER December 15, 2023
    - Voter has already been made inactive, since voter was part of the group that did not respond by August 31
      - No action for county to take on voter's record
    - IED to send documents to counties
    - County may want to scan & upload to voter's documents in SVRS

# STATEWIDE VLM UPDATE

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- Next steps: VRCs
  - Received between July 14 & August 31, 2023
    - Scanned & sorted into VLM Hoppers in SVRS for county action
  - Received between September 1 & December 15, 2023
    - Process VLM Inactive Hopper FIRST
    - VRCs will be scanned & sorted into VLM Hoppers for county action
    - Handle like a voter registration form with same applicable deadlines & procedures:
      - If voter was made inactive and voter confirms their residence address & signs the VRC, then status is moved to active
      - If voter wants to cancel their registration & signs the VRC, then registration can be cancelled
      - If voter wants to update their registration within the same county & signs the VRC & answers the age/citizenship questions, then registration can be updated
  - Received after December 15, 2023
    - NOT scanned & sorted into VLM Hoppers
    - Use above steps to treat VRCs as a VR request
      - MUST scan & upload to SVRS in the voter's documents, since this is a registration document!



# STATEWIDE VLM UPDATE

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- Next steps: Follow-up Letters
  - State mails the following to certain voters:
    - “VLM Exceptions” hopper voters get a letter with VR form to review their registration to make sure intended change was made
    - “VLM Cancel” hopper voters get letter with VR form in case voter has moved to new Indiana county
      - VRC only permits an update to a voter’s registration when voter moves within the same county

# PAPER VR APPLICATIONS

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- Hand-delivered VR applications
  - Can be hand-delivered by anyone
  - Enter “hand-delivery” into SVRS not mail
- “Mail-in” registration forms
  - Term used in federal law to denote paper applications, including federal and state VRG-7, VRG-11 forms
  - “Mail-in” forms can be mailed or hand-delivered
    - Need original “wet” signature
    - Cannot be faxed/emailed
    - If mailed, need to be postmarked on or before the registration deadline date & still processed, if voter is otherwise eligible
      - If postmark is missing or illegible, then can be received & processed if voter is otherwise eligible up to the first Monday after the registration deadline
    - If hand-delivered, need to be received before the office closes on the registration deadline date

# OUT-OF-STATE VR INFORMATION

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- CANNOT rely on notice from other state on its face to cancel voter's IN registration
  - Need copy of voter's registration in new state to confirm:
    - 1) Voter registered to vote in new state AFTER being registered in Indiana; AND
    - 2) Voter's registration form has language authorizing cancellation at a previous address
  - If #1 and #2 are true, then IN county can use out-of-state information to cancel the voter's IN registration
  - Process was clarified in new state law

# OUT-OF-STATE VR INFORMATION

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- CAN use the out-of-state VR info to:
  - Send a VRG-14 to allow a voter, in writing, to authorize cancellation of their IN registration
    - NOT information you can accept over the phone OR from anyone other than the voter
  - Send a SAMC to the voter with a postage pre-paid return envelope, which allows person to:
    - Confirm their IN registration; OR
    - Cancel their IN registration; OR
    - Update their IN registration within the same county
      - Only voter can sign SAMC to authorize changes
      - If updating registration within IN county, must also answer age & citizenship questions
  - Or Both!



# VR RECORD RETENTION

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- PAPER Voter Registration Forms
  - MUST be maintained until such a time the voter's registration is cancelled at their current address
  - Can be destroyed 24-months AFTER the general election immediately following voter's cancellation
    - Example: Voter moves within the county on August 9, 2023, and cancels their registration at their previous address on Main Street.
    - Main Street paper registration form can be moved to a box labeled "eligible for destruction" after November 5, 2026
      - November 5, 2024 is next general election after registration cancelled on Main Street on August 9, 2023
      - 24-months after November 5, 2024, hits around November 5, 2026
    - Current registration, if on paper, would be retained until voter cancels registration at that new address

# VR RECORD RETENTION

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- ONLINE VR Submissions (OVR & BMV Hoppers)
  - Once approved, an electronic version of the VR form found in the hopper is auto-attached to the voter's documents in SVRS
  - No need to print a paper copy of the VR form
    - If you do, then the paper copy of a VR form submitted online is retained in the same manner as paper VR forms
- Conversely, all paper VR forms (VRG-7, VRG-11, federal form, etc) MUST be scanned & uploaded to the voter's documents in SVRS
  - Paper VR forms would be retained in accordance with state law noted on previous slide

# VR RECORD RETENTION

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- SAMC (Statewide Address Mailing Confirmation)
  - Option 1: Voter Confirms Registration
    - Maintained for period set forth in retention schedule (2 years after the general election)
      - Best practice: scan & upload for future reference
      - Clerk election records retention schedule being updated
  - Option 2: Voter Cancels Registration within County
    - Maintained for period set forth in retention schedule (2 years after the general election following the when the record is cancelled)
      - Best practice: scan & upload for future reference
  - Option 3: Voter Update within County
    - Replaces voter's registration form and must be maintained as a paper registration record (see previous slide)
      - MUST scan & upload to voter's documents in SVRS

# VR RECORD RETENTION

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- SAMC (Statewide Address Mailing Confirmation)
  - Returned as undeliverable
    - Maintained for period set forth in retention schedule (2 years after the general election)
      - Best practice: scan & upload for future reference
- Statewide VLM Postcard Project
  - Voter Response Card (Card 2)
    - Follow SAMC retention schedule noted above, as the SAMC is modeled off the VRC with same options
  - Returned Card 1
    - Maintained for period set forth in retention schedule (2 years after the general election)



# VR RECORD RETENTION

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- VRG 4/12
  - Unless used to update a voter's registration, kept for 22-months following the election
    - If used to update a voter's registration record, must be kept on file until registration is cancelled at the address in the future (see previous slide)
- VRG-14
  - Must be kept for 2 years after the general election following the when the record is cancelled
- Declinations
  - Must be kept for 2 years after the general election following the when the record is cancelled
- Full-Service Receipts
  - Maintain for 22-months following next general election
- Abandoned Petitions
  - Sometimes candidates do not pick up & file petitions
    - More prevalent in 2024 with expanded petitions requirements
  - Treat as an election material & retain for a period of 22-months following the election

# VR INFO AS PUBLIC RECORDS

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- Nearly ALL voter registration information is public record at the county level!
  - Few exceptions:
    - 1) Voters enrolled in AG confidentiality program, who provide notice to the county VR official
    - 2) Voter's FULL 9-digit SSN, which is redacted to last four digits
    - 3) Complete countywide voter file, IF the CEB adopts a uniform, non-discriminatory policy NOT to provide it
      - Would not apply to individual VR records, however
    - 4) Certain reports in SVRS
      - Examples: Provisional voter list (until recount/contest action deadline passes or if lawsuit filed, until it is resolved); Reports in "Security" category;

# VR INFO AS PUBLIC RECORDS

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- Full registration record, including vote history, & most SVRS reports can be disclosed upon request
  - VRG-24 should be used to make the written request
  - Follow same procedures as any public records request
    - If mailed/emailed/faxed, need to respond to request within 7-days
    - If hand-delivered, need to respond to request within 1-day
    - Do not necessarily need to turn over records with the initial response, but common sense should prevail
- Some SVRS reports contain confidential information & cannot be disclosed
  - Provisional voter information is NOT considered public until the recount/contest period ends following the election
    - If a lawsuit is filed, then need to wait until that's resolved before making the provisional voter's information public available, including the PRE-4/PRO-9 affidavits

# VR INFO AS PUBLIC RECORDS


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- ePollbook Check-Ins on Election Day
  - Vote center counties are required to include in their plan when check-in reports are to be released to the county chairs
    - Once released, information is considered public and disclosable after VRG-24 is submitted
  - Non-vote center counties must disclose reports that law requires ePollbook system to contain within a reasonable amount of time



# AG ADDRESS CONFIDENTIALITY PROGRAM

- All individuals meeting program requirements must enroll through the AG's office
  - [confidential@atg.in.gov](mailto:confidential@atg.in.gov)
- Notice is given to the person, confirming their enrollment



**NOTICE TO GOVERNMENT ENTITY OF ADDRESS  
CONFIDENTIALITY PROGRAM PARTICIPANT**  
State Form 57285 (6-23)  
Authority: Indiana Code § 5-14-3-4; §§ 5-26.5-5-2.5, 2.6; § 36-1-8.5-9(b)

[Reset Form](#)

OFFICE OF THE ATTORNEY GENERAL  
302 W. Washington St., 5th Floor  
Indianapolis, IN 46204  
Telephone: (317) 232-0490  
E-mail: [confidential@atg.in.gov](mailto:confidential@atg.in.gov)

**PRIVACY NOTICE FOR PROGRAM PARTICIPANT**

The information you provide on this form will be confidential and maintained as private data. You are being asked to provide certain information on this form for the purpose of ensuring that any information in the recipient government entity's public files that could reveal where you live, work, or go to school are not shared publicly without your signed consent.

Address Confidentiality Program Participant Name as it Appears in the Government Entity's Records

Program Participant's Date of Birth (mm/dd/yyyy):  Program Participant's Phone Number:

Participant's Real Address – NOTE – only provide if government entity already has your residential address on file (number and street, city, state, and ZIP code):

Expiration Date of Program Participation: 06 / 30 /

**By Law, this Governmental Entity Must Send ALL Mail Correspondence to the Participant at their ACP Address. Address must include Lot Number.**

P.O. Box 2345, Lot #   
Indianapolis, IN 46206-2345

If a physical address for the Participant is required, you must use the following:

302 W. Washington Street  
IGCS W569 #  (Participant lot number)  
Indianapolis, IN 46204

Signature:  Date (mm/dd/yyyy):

Signature of Adult Participant, Parent, or Guardian

# AG ADDRESS CONFIDENTIALITY PROGRAM

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- AG Notice & Voter Registration
  - Voter needs to provide AG's notice form to county VR official to flag their VR record as confidential
    - Voter MUST be registered to vote at the address they currently reside
    - Mailing address MUST be the PO Box provided on the notice
      - ALL correspondence MUST be sent to the PO Box
  - VOTER REGISTRATION RECORD FOR AG PARTICIPANT IS CONFIDENTIAL FOR A PERIOD OF FOUR YEARS
    - AG confidentiality flag in SVRS ends on June 30 after the full fourth year
      - Example 1: voter marked with AG flag on August 9, 2023. Flag falls off on June 30, 2028
      - Example 2: voter marked with AG flag on May 1, 2023. Flag falls off on June 30, 2027

# AG ADDRESS CONFIDENTIALITY PROGRAM

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- AG Notice & Voter Registration
  - If voter in this program moves or updates their registration during this four-year period:
    - County will review and process the registration, if voter is otherwise qualified
      - Voter MUST be registered to vote in SVRS at the address where they currently live
      - Voter MUST use the PO Box for the AG's program as their mailing address
      - No need to submit the AG's notice form a second time, as long the record is marked confidential in SVRS and the flag has not fallen off

# AG ADDRESS CONFIDENTIALITY PROGRAM

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- ABS-Attorney General Form
  - Used by those voters enrolled in the AG's address confidentiality program, after providing notice to the county
    - Deadline to receive ABS-Attorney General is 11:59PM, 12-days before election day
      - App can be submitted by fax, email, hand-delivery, mail
    - Application is good for ONE calendar year (Jan 1 to Dec 31)
      - If received before May primary, voter needs to request a D/R or Public Question only ballot
  - County MUST mail absentee ballot to the voter's PO Box as provided on the notice filed with your office
  - ABS-ATTORNEY GENERAL FORM IS CONFIDENTIAL



# VRG-21

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- NEW! Update to state law moves the deadline date for VRG-21 filing in ODD-numbered election years
  - Freeze period in odd-numbered years (like 2023) is 28-days before an election
    - Counties must complete moves to “inactive” not later than 29-days before election; if not, cannot move a registration to inactive status during the “freeze”
  - VRG-21 filing deadline pushed back to 17-days before the municipal election
- No changes to VRG-21 filing deadline OR freeze period in even-numbered years
  - “Freeze” period starts 89-days before election
    - “Inactive” work needs to be completed not later than 90-days before the election
  - VRG-21 must be filed 77-days before the election

# MISC LEGISLATIVE CHANGES TO VR

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- More form types to clip voter signatures for SVRS
  - Counties can now use signatures on poll list, VR application or SAMC, VRG-4/12, and any ABS ballot application to clip & add as voter's current signature on VR record
- Adding Non-Residential Address Checks in SVRS
  - SVRS to be updated to include whether residence address may be a business address
    - Functionality not yet added
    - Counties CANNOT use this information on its face to reject the VR application
      - County would need to gather additional facts & information to make the determination the address is a business address and not a location the person can reside at for voting purposes

# MISC LEGISLATIVE CHANGES TO VR

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- Revision to VRG-4/12
  - Add option on form for voter to confirm he or she lives at their current registration address, if voter's registration at the address is in cancelled status
- BMV Declinations
  - After July 1, 2024, voters declining to register to vote during a BMV credential transaction (that is, getting a driver's license or ID card) will be transmitted to SVRS)
- Law Enforcement Agency VRG-6 Filings
  - Must transmit VRG-6 or VRG-6 declination to county VR official within 5-days of receipt
    - Updated statute to make it consistent with other agencies using the VRG-6



# Questions?

Angie Nussmeyer  
317-232-3940 | [anussmeyer@iec.in.gov](mailto:anussmeyer@iec.in.gov)

Matthew Kochevar  
317-232-3942 | [mkochevar@iec.in.gov](mailto:mkochevar@iec.in.gov)